

<b>Bulletin Number</b>	29081BR
<b>Type of Recruitment</b>	Noncompetitive Job Opportunity
<b>Department</b>	Community and Senior Services
<b>Position Title</b>	NEIGHBORHOOD WORKER, SENIOR CITIZENS, NC
<b>Exam Number</b>	f9321H
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	18-Dec-2013
<b>Salary Type</b>	Hourly
<b>Salary Minimum</b>	8.16
<b>Salary Maximum</b>	8.16
<b>Position/Program Information</b>	<p>Provides information to community residents including youth, adults and seniors, regarding the various programs and activities available at the Service and Senior Centers such as form assistance (i.e. Social Security Benefits, information on the Area Agency on Aging), and various other public and private programs offered to low-income, elderly and the disabled.</p> <p>These positions report directly to the Center Director, and will serve as the liaison between the staff, community, and volunteers working in the center.</p>
<b>Essential Job Functions</b>	<p>Provides information on available programs such as Social Security Benefits, Medi-Cal, CAL-Fresh, including eligibility requirements and procedures, and makes referrals to appropriate government agencies.</p> <p>Assists with reception desk; by answering phones, greeting visitors, and assisting them with Swipe Card. Provides form completion assistance, and maintains files, and detailed record keeping.</p> <p>Assists staff with center programs, activities and classes; including outreach and education.</p> <p>Assists with logistics including emergency food distribution.</p> <p>Assists with reports, and develops and maintains databases.</p> <p>Assists with follow-up on difficult and hard to reach disabled and incapacitated clients that are home bound and other persons without telephones or without adequate means of transportation.</p> <p>Prepares simple reports reflecting the goals, objectives, and activities of the program at the center.</p>
<b>Requirements</b>	<p><b><u>MINIMUM REQUIREMENTS:</u></b></p> <p>No training or experience is required.</p>
<b>Physical Class</b>	2- Light - physical effort which may include occassional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
<b>License(s) Required</b>	No driver license is required to carry out job-related essential functions.
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Bilingual proficiency to read, speak, write, and interpret the following language besides English: Spanish.</li> <li>• Ability to type 30 wpm.</li> <li>• Intermediate knowledge of Microsoft Word, Excel, Powerpoint, and Outlook.</li> <li>• Graduation from an approved or accredited U.S. High School OR have passed the General Education Development (GED) test indicating high school graduation</li> </ul>

level OR have passed the California High School Proficiency Examination.

**Special Requirement Information**

**Examination Content**

**This is an Non-Competitive examination.** This examination is intended to merely list applicants. Applicants will be placed on an eligible register without indication of relative standing in the examination. The appointing power may appoint any one of the names on the appropriate register, except that a person without veteran's credit may not be appointed if there are three or more names on the list of persons entitled to veterans credit.

**Special Information**

Appointees may be required to work any shift including evenings, nights, weekends and holidays. The eligible register will be used for temporary employment only.

**FINGERPRINTING AND SECURITY CLEARANCE:**

Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on the employment application, resume, and during the examination process is subject to verification.

Candidates who are found unsuitable for employment will be removed from the eligible register pursuant to Civil Service Rule 6.04.

**Vacancy Information**

The resulting eligible register for this examination will be used to fill vacancies for the community and senior centers within Community and Senior Services throughout Los Angeles County.

**Eligibility Information**

The names of the candidates will be added to an eligible register for a period of twelve (12) months from the date of promulgation.

**BEING PLACED ON THE ELIGIBLE REGISTER DOES NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

**SELECTIVE CERTIFICATION:**

In accordance with TITLE 5 - PERSONNEL APPENDIX 1 (CIVIL SERVICE RULE 11.03) of the Los Angeles County Code, selective certification may be used for positions that require special skills in the following functional area:

**Bilingual proficiency:** Candidates whose application indicate bilingual proficiency in the language mentioned in the Desirable Qualifications.

Specific skills of the specialized functional area may be the subject of the departmental hiring interview.

**RETAKE:**

No person may reapply for this examination more than once every twelve (12) months.

**Available Shift**

Any

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race,

religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Application and  
Filing Information**

**THIS EXAMINATION MAY BE SUSPENDED FOR FILING AT ANY TIME WITHOUT PRIOR NOTICE.**

All information submitted is subject to verification. We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

Applicants are required to submit a standard Los Angeles County Employment Application and Supplemental Application Form online only to be considered for this examination. Paper applications and/or resumes cannot be accepted in lieu of online applications, although resumes may be uploaded as an attachment to the online application. Please fill out the application and supplemental application completely and correctly. For each job held, give the name and address of your employer, your job title, beginning date and ending dates, and job description of work performed.

**APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

**SUPPLEMENTAL APPLICATION INFORMATION:**

Supplemental Application form is available by clicking the link below.

[http://file.lacounty.gov/dhr/ehr/cms1\\_205854.doc](http://file.lacounty.gov/dhr/ehr/cms1_205854.doc)

Applicants must submit their application and Supplemental Application form by 5:00 p.m., PST, on the last day of filing.

Note: If you are unable to successfully upload a copy of your resume, or Supplemental Application form, you may fax a copy to (213) 480-0821, **within (5) business days of filing your online application.** Please include the examination number and examination title on fax copy.

**Applicants must complete and submit their applications, and upload additional examination related documents (e.g. diploma, transcripts, resume, etc.) as attachment(s) during the examination process.**

<b>Department Contact Name</b>	Monique Daniels
<b>Department Contact Phone</b>	(213) 738-4240
<b>Department Contact Email</b>	mdaniels@css.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2604
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(213) 427-6169



# **COUNTY OF LOS ANGELES**

**Department of Community and Senior Services**

Supplemental Application

Neighborhood Worker, Senior Citizens, NC  
Exam # f9321H



**COUNTY OF LOS ANGELES**  
**Department of Community and Senior Services**  
**Supplemental Application**  
**Neighborhood Worker, Senior Citizens, NC; Exam # f9321H**

**General Information:**

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This Supplemental Application (SA) has questions about the position and must be completed **in addition** to the County application before the end of filing, as stated in the job bulletin. **Applications received without a SA or an incomplete SA will be rejected.**

**All information is subject to verification at any time in the examination and hiring process.**

**Instructions:**

**DO NOT** leave any answers or comment boxes blank. Comments such as “see resume or application” will not be considered as a response.

**APPLICANT CERTIFICATION**

I hereby confirm that all information provided in the SA is true and complete to the best of my knowledge. I understand that any false statement(s) or omissions may subject me to disqualification or dismissal.

**Print Name**

**Social Security Number**

**Signature**

**Date**

## Section 1

1. Do you speak more than one language, other than English?

- A. Yes (language that you speak: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_).
- B. No

2. Are you capable of working any shift?

- A. Yes
- B. No

3. What is the highest level of education achieved?

- A. Graduation from a U.S. high school, or higher
- B. General Education Development Credential (GED)
- C. California High School Proficiency Certificate
- D. Did not complete high school or equivalent